Use this checklist to evaluate your skills and abilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use Resources** | | | | |
|  | **E** | **G** | **F** | **N/I** |
| Time: Sets goals, allocates time, prepares & follows schedules |  |  |  |  |
| Money: plans ahead for expenses & income, keeps records |  |  |  |  |
| Uses materials, supplies, tools & equipment efficiently |  |  |  |  |
| Acquires, organizes & communicates information needed to do a task |  |  |  |  |
| **Interpersonal: Works With Others** | | | | |
| Participates as a member of a team: contributes to group efforts |  |  |  |  |
| Teaches others new skills |  |  |  |  |
| Works to meet the needs of friends, family and community |  |  |  |  |
| Exercises leadership: communicates ideas, persuades & convinces others, responsibly challenges existing procedures & policies |  |  |  |  |
| Negotiates: works towards agreements, resolves conflicts |  |  |  |  |
| Works with diversity: works with people from diverse backgrounds. |  |  |  |  |
| Maintains and develops new skills |  |  |  |  |
| **Understands Relationships** | | | | |
| Understands systems: knows how social & organizational groups work: operates effectively with them. |  |  |  |  |
| Anticipates problems & develops new or alternative methods to solve project or group problems |  |  |  |  |
| **Works with a Variety of technologies** | | | | |
| Applies technology to task: understands overall intent and proper procedure for setup and operation of equipment, tools & supplies |  |  |  |  |
| Maintains and troubleshoots equipment: prevents, identifies, or solves problems with equipment, including computers & other technologies |  |  |  |  |
| **Basic Skills** | | | | |
| Reading: understands and interprets written information. |  |  |  |  |
| Writing: communicates thoughts, ideas, information & messages in writing. |  |  |  |  |
| Arithmetic/Mathematics: performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques. |  |  |  |  |
| Listening: receives, attends to , interprets and responds to verbal messages and other cues. |  |  |  |  |
| Speaking: organizes ideas and communicates orally. |  |  |  |  |

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| **Thinking Skills** | | | | |
|  | **E** | **G** | **F** | **N/I** |
| Creative Thinking: generates new ideas |  |  |  |  |
| Decision –Making: specifies goals and constraints, generates alternatives, considers risks, evaluates & chooses best alternatives |  |  |  |  |
| Problem Solving: recognizes problems, devises & implements plan of action |  |  |  |  |
| Visualizes information: organizes and processes symbols, pictures, graphics, objects. |  |  |  |  |
| Knowing How To Learn: uses efficient learning techniques to acquire and apply new knowledge and skills technologies. |  |  |  |  |
| Reasoning: discovers the relationships between 2 or more objects; uses it to solve a problem. |  |  |  |  |
| **Personal Qualities** | | | | |
| Responsibility: exerts a high level of effort, commitment and perseveres, follows through towards goal attainment. |  |  |  |  |
| Self-Esteem: believes in own self-worth & maintains a positive view of self. |  |  |  |  |
| Social Skills: demonstrates understanding of friendliness. |  |  |  |  |
| Self-Management: assesses self accurately, sets personal goals, monitors progress and exhibits self-control. |  |  |  |  |
| Integrity/Honesty: chooses ethical courses of action. |  |  |  |  |

E= Excellent

G= Good

F= Fair

N/I= Needs Improvement